CASTLE HIGH SCHOOL

SCHOOL SAFETY PLAN
&
EMERGENCY PROCEDURES

3344 STATE ROAD 261
NEWBURGH, IN 47630
(812) 853-3331

UPDATED & APPROVED BY
SCHOOL SAFETY COMMITTEE ON
SEPTEMBER 6, 2016
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INTRODUCTION

In an emergency, the primary objective is to provide protection or assistance for all students, staff, and the public. Calmness and common sense are the most important factors whenever an emergency situation arises.

All situations cannot be neatly placed into categories, thus allowing hard and fast guidelines to be established. Each emergency situation will require individual judgment. Continuing meaningful efforts to prevent incidents that lead to emergency situations should be everyone’s primary goal.

The Emergency Plans & Procedures found in this booklet are to be used as a guide to those persons responsible for the safety and protection of students, staff and citizens using School Corporation facilities.

The building administration has the prime responsibility for dissemination of Emergency Plans & Procedures to their staff. In addition, the administration must set up a designated chain of command so that the safety procedures are carried out in their absence.

All incidents resulting in injury, damage or criminal activity should be reported as soon as possible on a Warrick County School Corporation Incident Report, with all copies forwarded to the Superintendent’s Office.
Emergency Phone Numbers

For aid in an emergency contact the Fire Department, Police Department, Sheriff’s Department, and/or Ambulance/Emergency Medical Service (EMS) by Calling 911 Voice/TDD or dial “0” (Operator). Stay on the line along as possible. If you cannot stay on the line, give the operator the street address and community where help is needed.

Dial 911 to report an accident, fire, serious injury, or crime in progress that requires immediate response.

POLICE

Warrick County Sheriff 812-897-1200
School Resource Officer: Brian Wessel 812-677-1696
   Mike Dietsch 812-459-5034

Indiana State Police Emergency Calls 812-867-2079
   800-852-3970

Road and Weather Information 800-261-7623

Emergency Management 812-897-6178

FIRE

Ohio Township Fire Administration (Paradise) 812-853-5851

HOSPITALS

Deaconess Gateway 812-842-2000
Deaconess Hospital 812-450-5000
St. Mary’s Hospital, Warrick 812-897-4800
St. Mary’s Hospital, Evansville 812-485-4000
American Red Cross (Stockwell Road in Evansville) 812-471-7207

Working with the Media

**Refer all media to administration**
## Building Evacuation Route & Exits

Updated 6/7/2017

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PLEASE NOTE: Physically handicapped students will be seated near the exit and, in case of emergency, will be physically assisted out the designated exit or the designated area by the classroom teacher or the program assistant.
Teacher Duties during Evacuations
(Updated 6/7/17)

The building has been divided into sections which are color coded (see attached map). Each section will consist of a group of teachers that makes up a color-coded evacuation team. Team members will be responsible for performing the following duties during an evacuation:

- Lead students out and away from the building
- Hold exit doors open and expedite evacuation
- Stand at bottom of stairs and expedite evacuation
- Stand at top of stairs and expedite evacuation
- Sweep the rooms and close doors

All teachers should supervise students during evacuation (no noise, running, etc.). Each duty below will include at least two teachers in the case of an absence.

Green Team – Exit A
104, 105  Lead students out Exit A and away from building
103, 106  Sweep rooms and close doors in Downstairs Green, and hold Exit A doors open
130, 131, 137, 138 and expedite evacuation
230, 232  Hold Exit A doors open and expedite evacuation
206, 233  Stand at bottom of Stairs 1 and expedite evacuation
205, 207  Stand at top of Stairs 1 and expedite evacuation
223, 240, 222  Sweep rooms and close doors in Upstairs Green Section

Blue Team – Exit B
150, 151  Lead students out Exit B and away from building
236, 250  Hold Exit B doors open and expedite evacuation
235, 251  Stand at bottom of Stairs 2 and expedite evacuation
252, 234  Stand at top of Stairs 2 and expedite evacuation
238, 253  Sweep rooms and close doors in Blue Section

Red Team – Exit C
153, 154  Lead students out Exit C and away from building
152, 155, 156  Hold Exit C doors open and expedite evacuation
133, 132  Stand at bottom of Stairs 3 and expedite evacuation
134, 135, 136  AND sweep rooms 132-156
243, 242  Stand at top of Stairs 3 and expedite evacuation
244, 245, 241  Sweep rooms and close doors in Red Section

Gray Team – Exit D
157, 158  Lead students out Exit D and away from building
145, 144, 146  Hold Exit D doors open and expedite evacuation
257, 258, 256  Stand at top/bottom of Stairs 4 and expedite evacuation
254, 255  Sweep rooms and close doors in Gray Section

Teal Team – Exits E, F, G, H, I
South Gym Escort students out Exit E
Weight Room Escort students out Exit F
Wrestling Escort students out Exit G
North Gym, Locker Rooms Escort students out Exits H & I (use Stairs 6, 7, 8, 9)
PE Multipurpose Escort students out Exit I (use Stairs 10)
**Purple Team** – Exits J, K, L, M, N

- 170, 165, 163 Assist Special Needs students through Exit L & N
- 160, 16 Escort students out Exits L & N
- 162, 167, 172 Hold Exit N doors open and expedite evacuation
- PE Natatorium Escort students out Exits K & L
- 171 Escort students out Exit J

**Brown Team** – Exit O

- 123, 124, 125 Lead students out Exit O and away from building
- 122, 126, 140 Hold Exit O doors open and expedite evacuation
- 121, 120 Sweep rooms and close doors in Brown Section
- 140, 141, 142, 143 Sweep rooms and close doors in Brown Section, and help escort students from auditorium and cafeteria to Exit O
- 180 – 185

**Pink Team** – Exits P, Q, R

- 110 Escort students out Exits Q & R
- 112, 115 Lead students out Exit P and away from building
- 113 Sweep rooms and close doors in Downstairs Pink Section, and hold Exit P doors open and expedite evacuation
- 211 Hold Exit P doors open and expedite evacuation
- 212, 217 Stand at bottom of Stairs 14 and expedite evacuation
- 213, 215 Stand at top of Stairs 14 and expedite evacuation
- 214, 226 Sweep rooms and close doors in Upstairs Pink Section

**Yellow Team** – Exit S

- Library Lead students out Exit S and away from building
- 261, 268 Hold Exit S doors open and expedite evacuation
- 262, 267 Stand at bottom of Stairs 15 and expedite evacuation
- 263, 266 Stand at top of Stairs 15 and expedite evacuation
- 264, 265 Sweep rooms and close doors in Upstairs Yellow Section

**Orange Team** – Exit T

- 101, 102, 201 Lead students out Exit T and away from building, and hold Exit T doors (and commons area doors) open and expedite evacuation
- 220, 225 Stand at bottom of Stairs 13 and expedite evacuation
- 221, 202 Stand at top of Stairs 13 and expedite evacuation
- 208, 224 Sweep rooms and close doors in Orange Section
# DISASTER LOCATIONS

Updated 6/7/117

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<td>Bennett/George</td>
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| Commons | Men’s & Women's Commons Bathroom |
| Community Room | Men’s & Women’s Commons Bathroom |
| Custodians | Time Clock Room |
| Guidance | Guidance |
| Library | Devillez / Price | Library Work Rooms |
| Main Office | Main Office |
| Media Center | Cafeteria |
| Natatorium | Physical Education Teachers | Cafeteria |
| North Gym | Physical Education Teachers | Cafeteria |
| PE Multi-Purpose | Physical Education Teachers | Cafeteria |
| South Gym | Physical Education Teachers | Cafeteria |
| Weight room | Robison | Cafeteria |
| Wrestling | P.E. Teachers | Cafeteria |
Shelter Safety Tips

1. Shelters should be located in interior hallways and small windowless rooms on the lowest level.

2. Areas with glass and wide/free-span space should be avoided.

3. Students should crouch on their knees up under them, and cover the back of their heads with their hands or a hard cover book.

4. After the threat of disaster passes, the official cancellation will be announced over the intercom system.

5. If a disaster strikes the school, emergency first aid should be administered to the injured.

6. Once the disaster is over, directions will be given by the office to evacuate the building.

FIRE PROCEDURES

UPON DISCOVERY OF A FIRE, PROCEED AS FOLLOWS:

1. Pull the nearest fire alarm to initiate evacuation plans for the building.

2. Call 911.

3. If possible, confine the fire by closing all doors and windows to the area involved.

4. Call the Superintendent’s Office (812-897-6050).

5. Pre-assigned personnel should check their assigned areas to insure complete evacuation.

6. Evacuated persons are to be at least 50 feet from the building, out of the way of the Fire Department and their equipment.

7. Classes should be kept together as much as possible, and attendance taken by the teacher after evacuation. (Have grade book or class list)

8. Custodial staff and other trained personnel may attempt to put out small fires with extinguishers.

9. The Superintendent’s Office will contact the Maintenance and Transportation Departments.

Prevention Plan
   - Know the locations of fire extinguishers and be knowledgeable of their operation
   - Make sure the fire marshal’s requirements are followed
   - Review fire procedures with all students regularly (several times throughout the year)
SEVERE WEATHER PROCEDURES

Tornado Procedures

Although there is no way to accurately predict a tornado, they are normally associated with severe thunderstorms and/or gusty winds. While both watches and warnings demand your attention, it should be noted that a WARNING means tornadoes have been sighted. Local tornado warnings will be announced through the sounding of countywide Civil Defense emergency sirens and you should then take immediate steps to ensure the safety of students and other staff members.

TORNADO WATCH PROCEDURES

1. The following message will be issued to the school:

   TO ALL WARRICK COUNTY SCHOOLS: The National Weather Service has issued a TORNADO WATCH for Warrick County. Monitor the weather conditions and be prepared to implement your emergency plan.

2. A tornado watch means the possibility of a tornado exists. The administration will monitor the NOWA weather radio to determine if conditions deteriorate.

3. Staff will be informed and should be prepared to initiate the pre-planned evacuation to designated disaster locations.

4. Parents or legal guardian may pick up their student(s) at any time during a tornado watch.

TORNADO WARNING PROCEDURES

1. The following message will be issued to the school:

   TO ALL WARRICK COUNTY SCHOOLS: The National Weather Service has issued a TORNADO WARNING for Warrick County. Implement your emergency plan immediately.

2. A tornado warning means that a tornado has been sighted and that all students and staff should proceed to take shelter immediately in pre-designated shelter areas. The Warrick County Emergency Management sirens will sound when a tornado has been sighted or a tornado warning has been issued for the area.

3. When the sirens sound or when the Weather Bureau announces a tornado warning for Warrick County, notify staff immediately using Standard Response Protocol (SRP).

4. Teachers should immediately implement a plan to take students to pre-designated disaster locations and remain there until an “all clear” is given. Keep some windows in the building open, but stay away from them.
5. Teachers should take class attendance books with them and take attendance after arrival at the shelter, before departing the shelter and upon returning to the classroom.

6. If outside and unable to get indoors, seek shelter in a ditch, ravine or open field.

7. Parents or legal guardians may pick up their student(s) at any time during a tornado warning.

Severe Thunderstorm Procedures

While both watches and warnings demand your attention, it should be noted that a **WARNING** means heavy thunderstorms have been sighted. Local thunderstorm warnings will be announced through the sounding of countywide Civil Defense emergency sirens and you should then take immediate steps to ensure the safety of students and staff.

**SEVERE THUNDERSTORM WATCH PROCEDURES**

1. The following message will be issued to the school:

   **TO ALL WARRICK COUNTY SCHOOLS:** The National Weather Service has issued a **SEVERE THUNDERSTORM WATCH** for Warrick County.

2. A severe thunderstorm watch means the possibility of a severe thunderstorm (including heavy rain and lightning) exists. Schools will be notified through NOWA weather radio and television.

3. Staff will be informed using Standard Response Protocol (SRP) and should be prepared to initiate the pre-planned evacuation to designated disaster locations.

4. Parents or legal guardian may pick up their student(s) at any time during a severe thunderstorm watch.

**SEVERE THUNDERSTORM WARNING PROCEDURES**

1. The following message will be issued to the school:

   **TO ALL WARRICK COUNTY SCHOOLS:** The National Weather Service has issued a **SEVERE THUNDERSTORM WARNING** for Warrick County. Monitor the weather conditions and be prepared to take appropriate safety precautions.

2. A severe thunderstorm warning means that a severe thunderstorm is about to or has moved into the Warrick County area. Schools will be notified through the NOWA weather radio and television.

3. Students and staff should be advised:
   — Not to touch or go near downed electrical wires.
   — To stay indoors and away from open doors/windows, metal objects, and electrical equipment.
   — Not to use the telephone.
4. Teachers should take class attendance books with them and take attendance after arrival at the shelter, before departing the shelter and upon returning to the classroom.

6. If outside and unable to get indoors, seek shelter in a ditch, ravine or open field. Do not seek shelter under a tree or near metal buildings.

7. **IF A SEVERE THUNDERSTORM WARNING IS ISSUED AT DISMISSAL TIME,** hold all students until the “All Clear” is sounded.

7. Parents or legal guardians may pick up their student(s) at any time during a severe thunderstorm warning.

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**Winter Storm Procedures**

Winter storms which contain heavy snow and/or icy conditions will be monitored very closely to determine whether schools will operate or, if they are open, whether or not they should close early. When threatening weather prevails, the radio is monitored constantly. In case of power failure, a transistor radio is used.

**CLOSING OF SCHOOL BEFORE IT BEGINS:**

All Evansville area radio and TV stations will be asked to announce (by 5:30 AM if at all possible) any decision to close or delay the opening of schools.

**CLOSING AFTER SCHOOL HAS BEEN IN SESSION (EARLY DISMISSAL):**

If such a decision is made the following procedures will be followed.

1. All Evansville area radio and TV stations will be asked to announce any decision to close schools ASAP.

2. Schools will be notified through the Transportation Department.

3. School Buses will be notified by the list each school is to contact. Bus drivers are called by telephone or notified personally.

4. Parents or legal guardians may pick up their student(s) at any time during a winter storm.

**OTHER WINTER STORM PROCEDURES:**

1. **STRANDED BUSES:** The police and sheriff’s departments are notified and an effort is made to contact the drivers. If mechanically safe, the buses are kept running for heating purposes. At no time are students dismissed from the buses to be on their own.
2. ISOLATION OF SCHOOL BY HEAVY SNOW: Every effort will be made to keep students safe until road crews are able to permit WCSC Transportation to return students to their homes.

3. SURVIVAL IN EXTREME COLD: Every effort will be made to move the students into warmer conditions. If the threat is one that will extend for a long period of time, students will be dismissed early. Then the conditions under early dismissal will be met.

Flash Flood Procedures

Every effort will be made to insure the safety of all students and staff in the event of this disaster. All communication devices will be tuned in to local news, law enforcement and Civil Defense authorities for instruction and procedures to follow in the event of this occurring.
LOCKDOWN PROCEDURES

1. The office will announce a lock-down via the intercom using Standard Response Protocol (SRP).

2. All students and teachers should move to the nearest classroom

3. Teachers should immediately check the halls for students and then lock their doors

4. The green tag should be placed on the door handle (or behind a transparent window) indicating the room is secure

5. All persons should remain behind locked doors until communication is received

6. If possible, move all students out of view from hallway windows

7. If instructed to evacuate the building, use the same evacuation outlined in the fire procedures section.

Prevention Plan
   - Make sure all internal and external doors around your room are able to be locked and always know the location of your green tag
   - Review lock-down procedures with all students regularly (numerous times throughout the year)

LOCK-OUT PROCEDURES

1. The administration will announce a LOCK-OUT via the intercom using Standard Response Protocol (SRP).

2. All students/staff that are outside will return to the inside of the building. Administration and SRO’s will assist the return of those student/staff that are unable to hear the announced LOCK-OUT.

3. All staff should be on heightened alert and take roll again once the announcement has been made.

4. Custodians should check all exits to insure that they are secure/locked.

5. The passing from one class to another should be done as normal.

6. Students that must leave the building for Tech school or appointments will be escorted by the administration or an SRO.
MEDICAL EMERGENCY PROCEDURES

1. Contact the office immediately (intercom, cell phone, or send a student)

2. Remove all students from the area or room if possible

3. Provide emergency first aid only if the situation is critical (see below)

4. Stay with individual until the administration, nurse, or other emergency personnel arrives

5. Do not make comments about the situation to students, parents or the media

Prevention Plan
- Know the location of first-aid kits and automated external defibrillators
- Remove potential hazards from classrooms and hallways

FIRST AID PROCEDURES

First aid is the immediate care given to a person who has been injured or has suddenly taken ill. First aid should be provided only by those individuals who are trained in emergency first aid procedures.

1. EMERGENCY SERVICES
   In the event of an injury, accident, or a sudden serious illness involving a student or staff member, and if the situation so warrants, the building administration will confer with the School Nurse or health aide. If the situation is beyond their abilities, emergency personnel will be contacted by calling 911.

2. FIRST AID DIRECTIONS
   Emergency and first aid procedures should be administered only by trained and qualified personnel according to the following guidelines in the event of accident or illness.

   A. Ensure that the victim has an open airway and give artificial respiration, if necessary.
   B. Control severe bleeding—utilizing standard precautions.
   C. Give first aid for poisoning or ingestion of harmful chemicals.
   D. Do not move the injured person unless necessary for safety reasons.
   E. Protect the victim from unnecessary manipulation or disturbances.
   F. Avoid or overcome chilling by using blankets or covers.
   G. Administer the appropriate first aid.

3. BLOOD-BORNE PATHOGENS
   A pathogen is a disease producing micro-organism in human blood that can cause disease in humans. Standard precautions in treating bodily fluids should be used by all staff to minimize exposure to blood-borne pathogens.
4. **BODILY FLUIDS**
   In the event a staff member comes into contact with bodily fluids involving blood, vomit, drainage, urine, feces, semen, saliva, or nasal discharges, the staff member is to observe and follow *Routine Procedures for Sanitation and Hygiene When Handling Body Fluids.*

   **Procedural Steps:** Because body fluids of all individuals should be considered as potential carriers of infectious diseases, the following procedures must be observed.
   1. Call the custodian for all bodily fluid clean up.
   2. Wear gloves when making contact with body fluids.
   3. Discard gloves after each use.
   4. Wash hands thoroughly after handling fluids and contaminated articles, whether or not gloves are worn.
   5. Discard all disposable items which come in contact with body fluids.

5. **OTHER COMMUNICABLE DISEASES**
   Contact School Nurse for assistance.

**SERIOUS INJURY OR ILLNESS PROCEDURES**

In case of serious injury or illness, the immediate concern is to aid the injured or sick student. The following procedure is to be used once a serious injury or illness has been identified.

1. **SERIOUS INJURY—DO NOT MOVE INJURED.** If the injury or illness is determined to require immediate medical attention, **call 911.**

2. **THE SCHOOL ADMINISTRATION HAS THE AUTHORITY TO MAKE ANY DECISIONS.** Notify the school administration and they will make the final decision as to an appropriate course of action.

3. **NOTIFY THE PARENT OR GUARDIAN AS SOON AS REASONABLY POSSIBLE.**
   If parent or guardian is unavailable Refer to emergency card identifying individuals and physicians to contact in case of emergency.

4. The registered nurse assigned to the school will evaluate the student’s physical status, administer first aid, determine whether the condition requires emergency assistance, physician’s attention, etc., and recommend same. **IN THE ABSENCE OF A NURSE, THE SCHOOL ADMINISTRATION SHALL DECIDE ON THE BEST COURSE OF ACTION.**

5. **IF TRANSPORTING A STUDENT—**If a student must be transported for immediate medical care, the student should be taken to the medical facility or doctor of the parent or guardian’s choice.

6. **REPORT ALL STUDENT ACCIDENTS OR INJURIES.** All student accidents or injuries shall be reported on an accident report and submitted to the Supt.’s office.
EARTHQUAKE PROCEDURES

1. There is no alarm for earthquake, so in the event of one, communication will be given by the office via the intercom, bullhorn, or by word-of-mouth using the Standard Response Protocol (SRP).

2. Follow the following drop & cover procedures:
   - Turn away from windows and doors
   - Crouch under a desk or table if possible, put both hands on the back of your neck, and tuck your head down
   - Stay in the safe position and remain quiet

3. Wait for communication from office and if instructed evacuate the building according to the office’s instructions using Standard Response Protocol (SRP).

Prevention Plan
- Secure shelving to walls and objects on wheels (storage cabinets, carts, etc.)
- Clear hallways of all unnecessary items (desks, storage items, etc.)
- Know the location of first-aid kits and flashlights
- Review earthquake procedures with all students regularly (numerous times throughout the year)
OTHER PROCEDURES

Biological Agents Procedures

The following procedures have been developed in the event of a threat of any chemical or biological agent (i.e. anthrax).

1. **NEVER** open any letter or package until you have inspected it thoroughly. You should be aware of the following possible warning signs: Letters or packages with no return address; Letters with out-of-state postmarks; Letters containing loose feeling “powdery” substances.

2. If a suspicious or threatening letter is received, stay in the area with the letter. It should be placed in a sealed plastic bag, such as a zip lock, hazardous materials bag, or trash can liner.

3. Contact the administration and describe to them the exact nature of the situation.

4. Anyone in the immediate vicinity of the letter must remain in that area and steps should be taken to admit no additional people to the area. The building will be secured and doors locked.

5. The custodial/maintenance staff will shut off the Heating/Ventilation/Air Conditioning.

6. The administration will contact the Central Office at 897-0400.

7. Seal off the area to the best of your ability, such as closing doors. Depending upon the advise of the Fire Department, the building may need to be evacuated and/or quarantined.

8. The administration or designee will follow the *Warrick County Emergency and Crisis Intervention Guidelines* which have additional information on procedures.

Biohazard Emergency Procedures

According to the Local Fire Department, we are to implement the following procedures should any of our schools receive any kind of a biohazard threat (including Anthrax and chemical agents) or should we experience a biohazard emergency.

1. Should you receive such a threat, immediately **call 911** to report the threat.

2. The people immediately exposed to the potential agent must remain where they are.

3. All other staff and students should remain in their respective areas until notified otherwise.
4. **Do not evacuate students outside or send them home** until the Fire Department’s Hazardous Materials Assistance Team has done their investigation.

5. If it is necessary to move or evacuate students and staff to a different location, the HAZMAT Team will provide instructions.

6. If students and staff are moved/evacuated, remind staff to take their class list with phone numbers and student pictures.

7. The custodial/maintenance staff will shut down the air handling units in the affected area.

8. The faculty, staff, and students will be informed as necessary.

**Bomb Threat Procedures**

A bomb threat may come at any time and be received by anyone who answers the telephone. Procedures should be reviewed in detail with all personnel regarding their specific duties in this type of emergency situation.

1. **THE PERSON RECEIVING THE CALL:**
   A. Keep the caller on the line as long as possible, responding in a moderate controlled tone. Calmly ask the questions on the **ATF Bomb Threat Checklist** (next page)
   B. While talking, fill out as much information as possible on the **ATF Bomb Threat Checklist**.
   C. Contact the building administrator immediately.

2. **THE BUILDING ADMINISTRATORS:**
   A. Carefully get all the facts. This information should be available from the **ATF Bomb Threat Checklist** which the receiver of the call has filled out.
   B. Call 911-Fire and Police Departments
   C. Call 812-897-6050 Central Office, Superintendent
   D. Move students, as needed, to a safe location using the Standard Response Protocol (SRP).
   E. Teachers should have attendance lists with them and take roll immediately upon reaching their assigned evacuation point. They should report any missing student(s) to the administration.
   F. No one will re-enter the building until directed to do so by the Fire and/or Sheriff Department.
   H. Forward the **ATF Bomb Threat Checklist** to the Director of Support Services.
ATF Bomb Threat Checklist

Exact time of call:____________________________________________________________

Exact words of caller:
__________________________________________________________________________________________

___________________________________________________________________________

QUESTIONS TO ASK:
1. When is bomb going to explode? _____________________________________________

2. Where is the bomb? __________________________________________________________

3. What does it look like? ______________________________________________________

4. What kind of bomb is it? ____________________________________________________

5. What will cause it to explode? _______________________________________________

6. Did you place the bomb? ____________________________________________________

7. Why? ___________________________________________________________________

8. Where are you calling from? ________________________________________________

9. What is your address? ______________________________________________________

10. What is your name? _______________________________________________________

CALLER’S VOICE (circle)

Calm               Disguised               Nasal               Angry               Broken
Stutter           Slow                  Sincere              Lisp           Broken
Giggling            Deep               Crying              Squeaky               Rapid
Stressed            Accent             Loud            Slurred               Normal

If voice is familiar, whom did it sound like? _______________________________________

Were there any background noises? _______________________________________________

Remarks:  ________________________________

________________________________________

Person receiving call: _________________________________________________________

Telephone number call received at: _____________________________________________

Date: ______________________________________________________________________

Report call immediately to: _______________________________________________________
(Refer to bomb incident plan)
Catastrophic Occurrence Procedures

There are some emergencies for which plans simply cannot be made. However, your response is extremely important to provide emergency assistance and/or to communicate with the families involved, staff, students, and the broader community.

Because some situations are unique, there is no established procedure to follow. However, you are advised to consider some or all of the following steps and determine which ones are appropriate.

1. Stay calm!
2. Contact the administration for assistance (call 911 if applicable).
3. Provide immediate medical attention.
4. Remind students not to contact anyone about the situation via their cell phones.

Chemical Accident Procedures

If a chemical spill that may generate toxic fumes occurs in a school, or noxious odors are detected in a school building, the administration or designee should:

1. EVACUATE THE BUILDING, notify the police and fire departments at 911 (for emergencies). The administration should notify the Superintendent’s Office at 897-6050.
2. The administration will determine if it is necessary for students and staff to leave the school grounds. If it is, move crosswind, never directly with or against the wind which may be carrying the fumes.
3. Take roll of students after vacating the building. Report any missing persons.
4. Render first aid and report any victims to emergency personnel.
Criminal Activities Procedures

The following is a list of the types of crimes you may be confronted with and some procedures to follow should such an incident occur:

**Arson**

The majority of arson fires you may experience at your building will involve fires in waste baskets or dumpsters. Although these types of arsons are not deemed serious, they are likely to lead to larger fires if the person responsible is not confronted.

1. The majority of small arsons can be extinguished by staff. If not capable or the potential of spreading exists, contact the Fire Department at 911.

2. Attempt to identify person(s) responsible and notify principal.

**Assaults**

**Misdemeanor Assaults**

Most assaults involve a physical altercation. These are usually dealt with by building administration, with an incident report forwarded to the Superintendent’s Office. If the parents wish to pursue the incident, they should be advised they will need to do so with the police department having jurisdiction.

**Felony Assaults**

A felony assault is when a weapon is used, a theft from a person occurs with force and violence, or there is intent to rob or steal by threatening with a weapon.

1. If imminent danger to others exists, call 911. If the weapon(s) and/or suspect(s) are no longer a threat, evaluate the situation, contact medical and police assistance if needed, disperse those persons not involved, gather witnesses, secure the area until police and medical assistance arrives, and designate someone to contact the Superintendent’s Office for administrative assistance.

2. News releases and other resulting responsibilities will be provided by the administrative response personnel.

3. Once things have calmed, an incident report is to be filed with the Superintendent’s Office, which should include all pertinent information relative to the incident, witness statements, and the identifications of possible suspects.
**Burglary**

Burglary is when force of any kind is used to unlawfully enter a structure for the purpose of committing a theft or felony.

1. If the burglary is taking place while you are in the building, **call 911**.
2. To report a burglary (that is not in progress), a break-in report should be sent to the administration.

**Drugs**

Controlled substances come in many forms and are identified in various chemical terms not familiar to the average person. If a student has a suspected drug in his/her possession or if you discover a suspected drug in your building, follow these procedures:

1. If the incident involves drugs (or suspected drugs), do not let the person out of your sight if possible and contact the building administrator.
2. Make documentation of all drug related activities.

**Theft**

Theft is the unlawful removal of property from the possession of another with the intent to permanently deprive the owner.

1. The majority of thefts can be reported to the building administrator on an incident report.
2. If the stolen item(s) and/or the suspect(s) are still possibly at the building, contact the police at **911** (for emergencies).

**Robbery**

Robbery is the taking or attempting to take anything of value from the care, custody or control of a person(s) by force, threat of force, violence and/or putting the victim in fear.

1. All robberies should be reported to the building administrator and the local police. Be sure to report the name and/or description of the robber.
Sex Crimes

Sex crimes include degrees of sexual assaults, assaults with intent to commit sexual assault, and indecent exposure.

1. If the incident just occurred, the victim is physically injured, and/or the suspect has fled the area or is still in the area and is a threat to others, call 911 for police and/or medical assistance. Also notify the school nurse and the building administrator. Comfort the victim until police and/or medical assistance arrives.

2. If the incident is not a recent occurrence, contact the administration and the social worker.

Terrorism/Hostage/Gunman

1. Call 911 immediately and contact the administration (they will lock-down the school).

2. If at all possible, students and staff that are not affected by the person(s) will be escorted out and away from the building in an orderly fashion. All student attendance will be taken and absences will be reported to the administration.

3. If you are a hostage alone or with students follow these directions:
   A. Be calm and patient. Avoid drastic action.
   B. Follow instructions and be alert.
   C. Don’t speak unless spoken to and then only when necessary.
   D. Don’t talk “down” to the captor/gunman; he/she may be in an agitated state.
   E. Maintain eye contact with the captor/gunman at all times if possible, but do not stare or appear hostile.
   F. Try to relax. Avoid speculating. Comply with instructions as best as you can.
   G. Avoid arguments and treat the captor/gunman like royalty.
   H. Be observant. You could be released at any time and the safety of others may depend on your memory.
   I. Be patient, wait. Attempt to establish a rapport with the captor/gunman.
   J. Expect the unexpected.

Trespassing

This section addresses trespassing, disturbances/disruptions of schools and the duty of disruptive/trespassing persons to leave upon request. All Warrick County School Corporation properties are posted concerning trespassing.

1. If trespasser or disruptive person refuses your request to leave, contact 911 and the administration. After hours, contact 911 and assistance will be sent to you.
2. If the person is willing to leave and you do not want them back on school property, advise them that they cannot return without your permission. If they do return without permission, they can be charged with trespassing as stated under IC 35-43-2-2 (1977).

3. If the person leaves before you had the opportunity to inform them not to return (as in #2 above), or if they leave before security or police personnel arrive, file a report with the officer(s) and this information will be documented and referred to for a follow-up investigation.

**Suspicious Person**

1. Notify school office/administration.

2. Try to write down a physical description of the subject and any vehicle and vehicle license plate number.

3. An incident report should be filled out and sent to the Superintendent’s Office.

**Weapons**

The following procedures should be followed when a student is suspected of having a gun or weapon on campus. Deadly weapon is defined in I.C. 35-41-1-8 as “a weapon, device, taser, or…other material that in the manner that it is used or could be used is capable of causing serious bodily injury, or an animal that is capable of causing serious bodily injury.”

1. The administration should confiscate all guns, knives, clubs, or other weapons.

2. If a student is suspected of being in possession of a weapon and you wish assistance in confiscating the weapon, contact the local police at 911.

3. If student reports or other evidence leads you to suspect that a student has a gun or weapon in the classroom, do not leave the room. Call a neighboring teacher to come to the classroom door. Confidentially tell your colleague your suspicion and ask him or her to report it to the administration immediately. Continue with normal classroom activities until an administrator and/or a security or police officer arrives.

4. If you suspect a student to be in possession of a gun or weapon in the hallway, follow the student to see where he or she is going and ask a colleague to report it to the administration immediately.

5. If a student displays a gun or weapon, do not try to disarm the student. Remain calm, back away, and ask the student to put the gun or weapon down.
Death/Suicide

1. Contact the office immediately (intercom, cell phone, or send a student)

2. Do not make comments about the situation to students, parents or the media

3. Secure the student’s belongings and leave the student’s desk empty until notified to do otherwise

4. Be prepared for instructions from the Crisis Response Team

Prevention Plan
   - Talk to students regularly
   - Read the literature provided by the Crisis Response Team
Utility Emergency Procedures

The loss of electricity, heat or water service to a building may or may not require that building to close for the school day. The administration will immediately notify the Maintenance Department (897-0470) of any service loss and then contact the Superintendent’s Office. After determining potential health or safety hazards and the length of time it will take to restore service, the Superintendent’s Office administrator will help determine whether the school should remain open or close.

Electrical Power Failure
1. During school hours: Call the Maintenance Department at 897-0470.

2. After school hours: Call the 24-hour Emergency number at 897-5165.

Gas Line Break
1. During school hours:
   A. Call Police and Fire Departments at 911.
   B. Contact custodian via intercom or radio.
   C. Clear the area, evacuate the building if deemed necessary using Standard Response Protocol (SRP) if the possibility of an explosion exists.
   D. Contact the Maintenance Department at 897-0470.
   E. Call the Superintendent’s Office at 897-6050.

2. After school hours:
   A. Clear the area.
   B. Call Police and Fire Departments at 911.
   C. Call Maintenance Emergency number at 897-5165.

Heating / Air Conditioning Failure
1. During school hours:
   A. Contact custodian via intercom or radio.
   B. Contact the Maintenance Department at 897-0470.

2. After school hours:
   A. Call Maintenance Emergency number at 897-5165.

Water Main Break
1. During school hours:
   A. Contact custodian via intercom or radio.
   B. Contact Maintenance Department at 897-0470.

2. After school hours:
   A. Call Maintenance Emergency number at 897-5165.